

Motions/Applications/Stipulations

This process shows how to file an application to employ a professional. Although this example specifically shows the steps to file an application to employ, the same steps would be followed for other motions, applications and stipulations.

- STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- ◆ Click the **Motions/Application/Stipulations** hyperlink.
- STEP 3** The **CASE NUMBER** screen displays.
- ◆ Enter the correct case number (yy-nnnnn), including the hyphen.
 - ◆ Click **Next**.
- STEP 4** The **EVENT** screen displays.
- ◆ Scroll down to display the selection **Employ**.
 - ◆ Highlight that selection and Click **Next** to continue.
- STEP 5** The attorney **JOINT FILING** screen will then be displayed
- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this application, skip this screen.
 - ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
 - ◆ Click **Next**.
- STEP 6** The **PARTY SELECTION** screen appears.
- ◆ Select the filer from the **Select the Party** box.
 - ◆ If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

NOTE: If adding/creating a new party, select the correct **Role Type**.

- ◆ Click **Next** to continue.

STEP 7 The **PDF DOCUMENT** screen appears.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

NOTE: For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on “X” in the upper right-hand corner.

- ◆ If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach any attachments.

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible clicking on the hyperlink within the docket text.

- ◆ Click **Next**.

STEP 8 The **PROFESSIONAL PERSON** information screen displays.

- ◆ Enter the appropriate information in the boxes. The information typed in the windows displayed above will appear in docket text only.
- ◆ Click **Next** to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays.

- ◆ Edit if necessary.
- ◆ Click **Next** to continue.

STEP 10 The **FINAL TEXT** screen displays.

NOTE: This is your last opportunity to make any changes before the document is officially opened.

- ◆ Proof this screen carefully! This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
- ◆ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click on the **[Next]** button to file the proceeding.

STEP 11 The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Description of **Notice of Electronic Filing**.

- ! Hyperlink to docket sheet
- ! Date and time stamp information
- ! Case Title
- ! Case number hyperlink to docket sheet (if one exists)
- ! Docket text
- ! Annotated text in italics
- ! Text produced from docket event
- ! Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

! **Notice will be electronically mailed to:**

- ◆ Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

! **Notice will not be electronically mailed to:**

- ◆ Names of other parties on the case who have not furnished their e-mail addresses to the court.